

## **LBNL – PROCUREMENT STANDARD PRACTICES**

**Section: 4**

**Administrative Matters**

**Subject: 4.6**

**Safekeeping of Procurement Records**

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**PURPOSE:** This standard practice (SP) states policy requirements for the safekeeping of procurement records.

**POLICY:** Access to procurement records is restricted to authorized Procurement employees, others who have a demonstrated need for access, and others who are specifically identified by Procurement Management.

**SCOPE:** This SP applies to all procurement records.

### **DEFINITIONS:**

**Procurement Records** Procurement records are all documentation relating to a potential or actual procurement, including but not limited to the purchase request, purchase order/subcontract, proposals, technical evaluation criteria, all documentation related to the source selection process, invoices, correspondence memos, and all other supporting documentation.

**Proposal** A proposal is an offer received in response to a request for quotation, a request for proposal, or an invitation to bid.

### **PROCEDURES:**

**General** Procurement records need to be protected from inadvertent or unauthorized access.

**Safeguarding Proposal Information** To afford reasonable protection of an offeror's proprietary information contained in its proposal and to maintain the integrity of the procurement process, custody of all proposals should be retained by the procurement specialist until the closing date for acceptance of the offers has passed. Thereafter, proposals should only be released for evaluation purposes.

All personnel responsible for reviewing and/or evaluating proposals should be advised of their responsibilities to safeguard procurement records.

**Authorized Personnel** Procurement records released to auditors and others with authority outside Procurement must be safeguarded. When practical, a copy of the procurement record, not the original, should be provided to authorized personnel.

### **RESPONSIBILITIES:**

**Procurement Personnel** All procurement personnel must ensure that:

- Procurement records are kept secure after normal working hours;

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- No procurement record is left unattended in an area with public access; and
- Personnel responsible for reviewing and/or evaluating proposals are advised of their responsibilities to safeguard procurement records.